



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

**MANUFACTURED HOUSING COMMISSION**  
**Ottawa Building, Upper Level Conference Room 4**  
**611 West Ottawa Street**  
**Lansing, Michigan 48933**

**MINUTES**

December 7, 2022

10:00 a.m.

**MEMBERS ATTENDING**

Ms. Veronica D'Hondt, Vice Chairperson  
Mr. Martin Boisture  
Mr. Domonique Clemons  
Mr. Daniel Grant  
Ms. Holly Hook  
Ms. Kimberly Scott

**MEMBERS ABSENT**

Mr. Jason Hyska  
Ms. Jennifer Letourneau  
Mr. Jason Reed

**DEPARTMENT PERSONNEL ATTENDING**

Mr. Andrew Brisbo, Bureau Director, Administration, BCC  
Ms. Alesha Gensler, Division Deputy Director, Licensing, Compliance, & Administration Div., BCC  
Mr. Jon Paradine, Division Deputy Director, Inspections Division, BCC  
Ms. Nikki Sklapsky, Departmental Analyst, Licensing and Compliance Section, BCC  
Ms. Hillary Millen, Departmental Analyst, Administrative Section, BCC  
Ms. Tracie Pack, Departmental Analyst, Administrative Section, BCC  
Ms. Bridget Smith, Assistant Attorney General, Office of the Attorney General

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Vice Chairperson D'Hondt called the meeting to order at 12:25 p.m. A quorum was present at that time.

**2. APPROVAL OF AGENDA**

A **MOTION** was made by Commissioner Grant and **SECONDED** by Commissioner Clemons to approve the agenda with the amendment to remove Item 4 Nomination and Election of Officers. **MOTION CARRIED UNANIMOUSLY.**

**3. APPROVAL OF MINUTES**

A. June 16, 2021

A **MOTION** was made by Vice Chairperson D'Hondt and **SECONDED** by Commissioner Hook to approve the minutes of the June 16, 2021 meeting. **MOTION CARRIED UNANIMOUSLY.**

**4. VARIANCE**

A. Burkhardt Ridge, Phase 4 – P-Trap Variance

A variance request for Burkhardt Ridge, Phase 4, located at 1011 River Line Drive in the Township of Howell for the 192-site expansion, sites 307-498, was reviewed by the Commission for relief from the requirements of Michigan Department of Environment, Great Lakes, and Energy (EGLE) Administrative Rule R 325.3331 (10).

Mr. Michael Chosid, Burkhardt Ridge Member, presented the request for variance and provided testimony for the review.

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Clemons to open discussion for the variance request.

Following discussion, a **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Hook to approve the variance request for Burkhardt Ridge, Phase 4, as submitted. (Aye: Commissioners Boisture, Clemons, D'Hondt, Grant, Hook, Scott. Nay: None). **MOTION CARRIED UNANIMOUSLY.**

**5. UNFINISHED BUSINESS**

None.

**6. NEW BUSINESS**

A. Unlicensed Parks

Ms. Sklapsky provided the number of unlicensed mobile home parks operating in the State.

The Commission asked that dates the communities become unlicensed be added to the list. Discussion regarding clarification of what and/ or how communities are included in the list.

B. Status Update on any Legislation Affecting the Manufactured Housing Industry

Commissioner Hook gave an update on legislation introduced by Representative Cherry regarding resident rent payments and leases.

C. Update on Inspections – Who is Doing the Community Inspections?

Since the Bureau does not have a manufactured housing section, the trades and ski inspectors handle community inspections. Bureau inspectors are only inspecting for items the Department has authority to inspect.

**7. BUREAU QUARTERLY REPORT**

Deputy Director Gensler reported on the following:

Through a Bureau reorganization, Andrew Brisbo joined the Bureau as its new Director the week of September 18, 2022.

Jon Paradine who has been managing the Bureau's Building Section is now the Inspections Division Deputy Director, and Ms. Gensler is now the Division Deputy Director for the Bureau's new Licensing, Compliance & Administration Division.

Deputy Director Gensler informed the Board that Dianne Barnes who was the Bureau's Licensing and Compliance Manager retired, and that Kelly Bean is the section's new manager.

After Andy Neuman's retirement, the Bureau hired Kole Myers as the Plumbing Section's new Chief. Mr. Myers returned to BCC where he previously held the Senior Inspector position.

Mike Barger, Office of Land Survey and Remonumentation Manager, retired from State government in March 2022. Nick Clever is the section's new manager.

Bryan Bryson began September 4, 2022, as the new manager hired to fill the long-term manager vacancy in the Administrative Section.

The Benton Harbor project is 99% completed and five (5) months ahead of schedule.

The 2018 Building and Mechanical Codes are being rescinded, and the Bureau will instead be moving ahead to the 2021 cycle for these codes.

Currently, the City of Grand Rapids has their own electrical licensing program. However, as the State is better equipped to provide more frequent examinations, the City will be turning their licensing program over to the State effective January 1, 2023.

The Legislature has amended the Open Meetings Act requiring public meetings be recorded. The changes will take effect in 2023.

**8. PUBLIC COMMENT**

Mr. Jason Hanson, Michigan Manufactured Housing Association's General Counsel, spoke regarding the unlicensed community report.

**9. NEXT MEETING DATE – MARCH 1, 2023**

The Commission is scheduled to meet next at 10:00 a.m. at 611 W. Ottawa Street, Lansing, MI 48933, Upper Level Conference Room 4 on March 1, 2023.

**10. ADJOURNMENT**

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Hook to adjourn the meeting at 1:12 p.m. **MOTION CARRIED UNANIMOUSLY.**